



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**YOUTH PROGRAM SPECIALIST**  
(YOUTH DEVELOPMENT)  
HUMAN SERVICES

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

---

### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for researching and implementing youth development programs that build competencies and support positive youth development character enrichment. Reports to the Senior Program Manager.

### **ESSENTIAL JOB FUNCTIONS**

Researches, develops and implements current evidence based youth development programs that engage young people in the development of skills and abilities that build competencies, support positive growth and development and provides opportunities for youth input to addressing community issues impacting youth.

Promotes positive youth development by developing and supporting active participation of young people in the planning and decision-making processes within the community, to include serving on boards, commissions, advisory groups, and task forces.

Serves as an advocate for the development of youth and adult partnerships to address gaps in services for youth and provides guidance regarding the focus and direction of projects and activities. Promotes leadership, goal setting, decision making, and communication skills through a variety of classroom based and after school activities including peer education and mentoring.

Works to increase opportunities for youth internships, career exploration, volunteer service, and employment by recruiting youth and creating partnerships with community youth-serving agencies, businesses, civic organizations, and the faith community; serves as a liaison to community efforts related to services for youth to include participation on task forces, initiatives, coalitions, and work groups related to positive youth development activities.

Provides training to community organizations and City departments on the principles of positive youth development, the Developmental Asset™ framework, creating positive climates for youth development, adolescent development, and working with challenging adolescents. Prepares reports as needed; and remains abreast of initiatives and best practices related to youth development.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Youth Development – Knowledge of the principals and practices of positive youth development. Knowledge of at-risk indicators to include issues facing youth in the community, resources and parent and youth development theories.
- Community Resources - Knowledge of community resources as related to educational, developmental, social, cultural, and recreational services for parents and youth.
- Research & Analysis – Thorough knowledge of research and analysis methods and techniques; thorough knowledge of statistical analysis and forecasting techniques.

## **REQUIRED SKILLS**

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Judgment/Decision Making – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with customers, employees, managers, and representatives from other departments and organizations.
- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

## **REQUIRED ABILITIES**

- Communication – Excellent ability to communicate ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing.
- Time Management – Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Social or Behavioral Sciences, Human Services or a related field and 3-5 years of progressively responsible related experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, violent individuals, communicable diseases, or rude/irate customers.